

CHECKLIST FOR SUBMITTING A RETAIL FOOD ESTABLISHMENT APPLICATION AND PERMIT DOCUMENT (DHEC 1769)

THE PURPOSE OF THE RETAIL FOOD ESTABLISHMENT APPLICATION AND PERMIT DOCUMENT IS TO SUBMIT THE REQUISITE INFORMATION TO THE DEPARTMENT OF SOUTH CAROLINA HEALTH AND ENVIRONMENTAL CONTROL (SCDHEC) IN ADVANCE OF SCHEDULING A PREOPERATIONAL INSPECTION AT A PROPOSED RETAIL FOOD ESTABLISHMENT.

SCBOS REQUIRES AN APPLICANT TO PROVIDE BASIC ESTABLISHMENT INFORMATION ALONG WITH THE COMPLETED AND SIGNED RETAIL FOOD ESTABLISHMENT APPLICATION AND PERMIT DOCUMENT DHEC FORM 1769. APPLICANTS ARE ALSO PROVIDED AN OPPORTUNITY TO PROVIDE SUPPLEMENTAL DOCUMENTATION IN SUPPORT OF THE RETAIL FOOD ESTABLISHMENT APPLICATION AND PERMIT DOCUMENT.

BY PROVIDING THIS INFORMATION ELECTRONICALLY, YOU WILL REDUCE THE TIME NECESSARY TO PROCESS THE APPLICATION REQUEST AND EXPEDITE THE SCHEDULING OF THE INSPECTION.

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Who Should Complete:

This application should be completed by the owner of the proposed Retail Food Establishment or presiding officer of the legal entity owning the proposed Retail Food Establishment.

It is recommended that the applicant read [Good Manufacturing Practices Quick Guide for Planning a Retail Food Establishment](#) & [SCDHEC Retail Food Establishment Regulation 61-25](#) and have the following information collected prior to beginning the application process. Specific citation references from the regulations are referred to throughout this checklist and on the Retail Food Establishment Application and Permit Document.

General Information to Provide

☐ **Establishment Information**

- Establishment Name
- Establishment Address
- Establishment Phone Number

- Establishment Email Address
- Establishment Days/Hours of Operation

☐ **Owner Information**

- Permit Holder(s)/Owner(s)
- 24 Hour Emergency Contact Phone Number(s)
- Billing Address (If Different from Establishment Address)
- Phone Number
- Mobile Phone Number
- Contact Email
- Type of Ownership
 - Individual
 - Partnership
 - Limited Liability Company
 - Corporation
 - Non-Profit Organization

☐ **Alternate 24 Hour Emergency Contact Information**

- Name of Person in Charge if different from Owner
- Contact Phone Number(s)

☐ **Certified Food Protection Manager (Effective: June 27, 2016)**

- Name(s)
- Certification Date
- Expiration Date
- Course Taken
- Institution

☐ **Permit and Contents of Application**

- New, Converted, or Remodeled Facility
- Change of Ownership

☐ **Type of Retail Food Establishment**

- Restaurant/Convenience Store
 - Sushi preparation onsite
- Institution (Including Schools)
- Grocery Store (areas to be covered by the application request)
 - Meat Market
 - Seafood Market
 - Deli
 - Bakery
 - Produce
 - Sushi
 - Other (Please Describe)
- Mobile Food
- Shared Use Operation/Commissary
- Immediate Outdoor Cooking
- Barbecue Pit/Pit-Cooking Room Construction

☐ **Consumer Advisory Information**

- Applicable if animal food such as beef, eggs, fish, lamb, pork, poultry, or shellfish is served or sold raw, undercooked, or without otherwise being processed to eliminate pathogens.

☐ **Special Process Variance Requested**

Certain special food processes require a variance or other special approvals. Refer to citations: 3-401.11(D)(4), 3-404.11, 3-502.11, 3-502.12, 8-103.10(A,C), 8-103.11, 8-201 and 8-302.14(A)(4) for specific information.

☐ **Water Supply Provider**

- Enter the name of the Water Supply Provider

☐ **Sewage Disposal Provider**

- Enter the name of the Sewage Disposal Provider

☐ **Refuse Contractor(s)**

- Refuse (Trash) Disposal Contractor Name
- Grease Disposal Contractor Name

☐ **Grease Trap(s)**

- Not required?
- If required, installed location

☐ **Grease Interceptor(s)**

- Not required?
- If required, installed location

☐ **Construction Variance Requested**

A construction variance may be requested when a Retail Food Establishment desires to:

- Use a construction procedure inconsistent with Regulation 61-25 –OR–
- Use materials and/or equipment other than specified in Regulation 61-25.

Refer to citations: **8-103.10(B), 8-103.11, 8-302.14(A)(4)** for specific information.

☐ **Mechanical Warewashing (If Applicable)**

- Does warewashing equipment meet NSF/ANSI or other ANSI food equipment sanitation certification?

- Equipment Manufacturer(s) & Model Number(s)
- Sanitizing Method
 - Chemical or Hot Water Sanitizing?
- Pre-rinse sink provided or Pre-wash cycle part of machine operation?
- Drainboards, utensil racks and/or tables present?

☐ **Manual Warewashing (3-Compartment sink)**

- Does warewashing equipment meet NSF/ANSI or other ANSI food equipment sanitation certification?
- Temperature measuring device provided?
- Clean in Place (CIP) Equipment?
- Drainboards, utensil racks and/or tables present?

☐ **Backflow Prevention (Water)**

- Which pieces of equipment have (or will have) backflow prevention devices?

☐ **Equipment List**

- Does equipment meet NSF/ANSI, BISSC (or other accredited ANSI food equipment certification)?
- Equipment Type, Manufacturer, Model Number, and Location of Food Equipment

Documentation to Provide:

Required Documents

☐ [DHEC 1769 Retail Food Establishment Application and Permit Document](#)

☐ Written Employee Health Policy

☐ Menu or List of Foods to be Served

Additional Documents

☐ Certified Food Protection Manager Certificate (Requirement: June 27, 2016)

- ☐ Layout, Construction Materials, and Finish Schedule (For New, Converted or Remodeled Facilities)
- ☐ Equipment List (If this information wasn't provided on the application)

Additional Documents Specific to Type of Retail Food Establishment

Mobile Food (9-1)

- ☐ Drawings of food preparation and cooking, mechanical, electrical, and plumbing systems
- ☐ Operations plan describing:
 - Cooking method(s) description, if applicable
 - Hot and cold holding of food
 - Mobile Food Unit or Pushcart Operational Location(s)
 - Hours of operation for each location
 - Commissary location; including cleaning and servicing options at the commissary
 - An application for each mobile food unit or mobile food pushcart

Shared Use Operations (9-5)

("Shared Use" is defined as a Retail Food Establishment that shares facilities with at least one additional Retail Food Establishment.)

- ☐ List of Associated retail food establishment(s)
- ☐ Schedule of associated retail food establishment(s) days and hours of operation

Immediate Outdoor Cooking (9-6)

(Equipment used for Immediate Outdoor Cooking is limited to grills and steam pots)

- ☐ A summary explanation of how the Immediate Outdoor Cooking Operation will meet the following criteria:
 - The permitted retail food establishment is of sufficient size and capability to support the same operations inside as well as for immediate outdoor cooking.
 - The same or similar size or type of equipment used for cooking inside the permitted retail food establishment may be authorized for immediate outdoor cooking.

- The same or similar food types that are cooked inside the permitted retail food establishment may be authorized for immediate outdoor cooking.

Barbecue Pit/Pit-Cooking Room Construction (9-7)

- ☐ List of foods to be prepared within the Barbecue Pit/Pit-Cooking Room

Additional Documents Specific to Special Food Processes

Special Processes (Regulations 3-401.11(D)(4); 3-404.11; 3-502.11; 3-502.12; 8-103.10(A,C); 8-103.11; 8-201; 8-302.14(A)(4))

Certain special food processes require a variance or other special approvals. Refer to the regulations noted above for specific information.

- ☐ [Request for a Special Process](#) (REQUIRED EXCEPT SUSHI RICE) (DHEC 1845)
- ☐ [Request for a Special Process -Sushi Rice](#) (REQUIRED IF PREPARING SUSHI RICE) (DHEC 1849)
[Sushi Rice Guidelines](#) (ADDITIONAL INFORMATION REGARDING SUSHI RICE) (CR-011393)

Additional Documents Specific to Construction Variance Requests

Construction Variance (Regulation 8-103.10(B), 8-103.11, 8-302.14(A)(4))

A construction variance should be submitted when a Retail Food Establishment desires to:

- Use a construction procedure inconsistent with –OR–
- Use materials or equipment other than specified in Regulation 61-25.

- ☐ [Request for a Construction/Equipment Variance](#) (DHEC 1842)
- ☐ Additional information supporting the proof of equivalency

Remember, you can always press the “Save & Stop” button to save your Application and resume at a later time.